

# AME-working group

*This document outlines the mandate, composition and responsibilities of the AME working group for the Belgian Sustainable Chocolate Programme of the 'Beyond Chocolate' partnership.*

## **1. Title of the group**

The group shall be called the Beyond Chocolate partnership's AME working group.

## **2. Mandate**

### **2.1. *Role of the AME working group***

An AME working group of maximum 20 people will be formed to provide strategic guidance on the development and implementation of the Accountability, Monitoring and Evaluation Framework, also known as the AME Framework. Before the Beyond Chocolate partners could start their first reporting, this Framework had to be finalized. After an elaborate consultation process with/among all the Beyond Chocolate partners, the three existing working groups and Beyond Chocolate's Steerco, the 2019 AME framework was finalized. It is a crucial working document that requires continuous input from experts in our partnership. As the AME Framework is a dynamic document, the AME working group will continue to follow up on it during the first reporting exercise and will advise on the way the document should adapt itself to new developments.

### **2.2. *Responsibilities of the AME working group***

The main responsibilities of the AME working group will be to:

- Give advice to the IDH Secretariat on the way in which the partners of Beyond Chocolate should be kept accountable, monitored and evaluated.
- Review the AME framework on a continuous basis.
- Review the annual progress made with regard to transparency and information released by partners in their reporting.
- Regularly reassess the up-to-datedness of the AME Framework and revise where necessary.
- Attend at least 80 percent of the AME-working group meetings in person or have your organization represented by a relevant substitute;

## **3. Composition of the AME-working group**

### **3.1. *Members of the AME-working group***

The AME-working group shall consist out of signatories of the 'Beyond Chocolate' partnership and will include:

- Representatives of all of the chocolate companies that report to the AME Framework
- Representatives of retail companies
- Representatives of the relevant certification standards,
- Representatives of Civil Society
- Representatives of the Knowledge Institutions

- Representative of the DGD

Candidates for the AME Working Group will have to be approved by the IDH secretariat in consultation with the Beyond Chocolate Steering Committee. All signatories that comply with the abovementioned criteria are welcome to join the AME working group after consulting officially with the IDH secretariat.

### **3.2. *Period of membership***

Each member of the AME-working group is appointed for an undefined period of time. It is expected, but not mandatory, to be a member for at least two years to keep consistency in the working group. When a member decides to end his/her membership, he/she can propose another representative from the same organization.

### **3.3. *Main discussion topics between members***

The AME Working group is unique in that it allows for the major chocolate producers, retail companies and certification standards to enter into dialogue with one another. This makes the working group the ideal platform to discuss concrete issues that remain to be resolved and decided between the three sector groups.

## **4. Rules of procedure**

### **4.1. *Meeting frequency***

The AME-working group shall meet at least two times a year. In the first year of reporting, it is expected that the AME-working group will meet more frequently.

### **4.2. *Consensus***

Business will be conducted by careful and considered deliberation leading to recommendations. Recommendations shall be decided by consensus where possible. Consensus means that after deliberation all members support a particular point of view. Where consensus is not achieved recommendations shall be decided by the IDH secretariat in close consultation with the Beyond Chocolate Steerco.

### **4.3. *Transparency to other signatories***

The agenda, minutes and reports of the AME working group are accessible to any signatory of the “Beyond Chocolate” partnership.